

# CIRCLE THEATRE



MARKETING *INTERN*

## Position Description

**Position Title:** Marketing Intern

**Reports To:** Marketing & Outreach Specialist

**Compensation:** \$150.00 per week stipend

**Hours:** 20-25 hours per week, April - October 2023

**Start Date:** April 2023

### General Purpose

Circle Theatre is looking to bring on a Marketing Intern for our 2023 season. This season will be a celebration of 20 years in the performing arts center on Aquinas College. By interning at Circle Theatre, one individual will receive a multi-faceted, hands-on experience with an organization that has a strong establishment in the theatre arts community. Opportunities will be project, design, media, and marketing-based. The Marketing Intern will work with Circle Theatre staff to meet the needs of each department and will work independently on projects. Each project will give hands-on experience in regionally-based marketing that reflects higher sales, community partnerships, and patron engagement.

### Essential Job Functions

- Maintain marketing databases and community event calendar listings
- Attend staff and Marketing Committee meetings as required
- Assist in general events as needed including setup, event work, and teardown
- Schedule social media posts on all relevant platforms including, but not limited to Facebook, Instagram, and Twitter
- Create engaging social media content across multiple platforms
- Schedule and develop the Circle Theatre blog including writing blogs and scheduling guest bloggers
- Updating the Circle Theatre website as needed
- Ability to write, edit, and proofread materials for print and web
- Perform other tasks as assigned by supervisor
- Proofing of marketing materials, written content for the Annual Appeal, Season Brochure, and a variety of print and digital content

## **Additional Job Functions** - Based on experience.

- Graphic design for promotions including digital & print materials
- Photography & Video - lead and assistant photographer, editing for marketing promotions - shoots may include concerts, theatrical productions & rehearsals, promotional shoots, and events

## **Networks:**

- Marketing
- Sales
- Graphic Design
- Photography
- Community Engagement
- Written/Oral Communication
- Proofreading
- Creative Planning & Social Engagement

## **Minimum Job Requirements**

### **Education**

- Academic experience in one or more areas of marketing, graphic design, photography, video, community engagement, sales, public relations, communications

### **Experience**

- Photography, graphic design, communications

### **Required Skills**

- Desire to be emerged in theatre culture
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Ability to think creatively
- Ability to manage multiple tasks in a demanding environment
- Strong work ethic
- Attention to detail
- Experience managing schedules
- Maintains grace under pressure and stressful situations
- Comfortable working within non-traditional hours
- Must be able to work independently
- Willing to be a self-starter and initiate tasks and projects

## **How to Apply**

Please send a cover letter and resume to [olivia@circletheatre.org](mailto:olivia@circletheatre.org) with the subject line "Marketing Intern".

### **LIMITATIONS AND DISCLAIMER**

The above internship description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued internship remains on an "at-will" basis.